

RFP HSS-11-081

PROJECT MANAGER

DELAWARE HEALTH AND SOCIAL SERVICES

DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH

The Division of Substance Abuse and Mental Health (DSAMH) is seeking to contract for a Project Manager for the USDOJ settlement agreement. The Project Manager will provide leadership and direction for the implementation of a systems change initiative to implement the principles of the DSAMH/DOJ Strategic Initiative Efforts to Enhance Community Integration of Individuals with Serious Mental Disorders. Project Manager will be responsible for the following activities as the lead spokesperson and change agent for this improved approach:

- 1) Coordinate the Delaware Division of Substance Abuse and Mental Health's activities to meet the goals of the USDOJ settlement agreement in concert with the Division Director and other senior leaders
- 2) Take a lead role in managing this plan including using critical thinking, knowledge of best practices, political savvy, and knowledge of the hospital and community system gained over time.
- 3) Be the point person to discuss the implementation of this system transformation with assistance from DSAMH senior leaders.
- 4) Attend all USDOJ implementation meetings and ensure appropriate follow up action items are documented and assigned
- 5) Set up monitoring meetings; follow up with meeting minutes and appropriate correspondence to ensure clear communication regarding outcomes of the meeting and action items
- 6) Maintain a project plan for all deliverables, due dates, resources needed including personnel and funding
- 7) Interface with DSAMH Contracts Unit to monitor contracts associated with the implementation of the DOJ settlement for adherence to goals, scope, timelines and budget
- 8) Interface with the evaluator (i.e. UPenn); interface with Court Monitor, interface with DSAMH data analyst to ensure that data is collected accurately and timely
- 9) Ensures project documents are complete, current, and stored appropriately.
- 10) Document action items from each project planning meeting and follow-up to ensure deliverables
- 11) Prepare monthly reports to communicate progress on the implementation of the DOJ settlement agreement in all areas using an electronic Access type database.
- 12) Facilitate communication between all stakeholders.

Resumes must be sent under cover of a brief letter of interest specifying availability and proposed annual salary. Both the Letter of Interest and the outer mailing envelope must reference RFP HSS-11-081. Any submission without the required information will not be reviewed. Applications will be accepted only from individual applicants.

Determination of qualified applicants will be based on a review of credentials (50%), and experience (50%). Selection of applicant(s) will be made by the Director of Community Mental Health and Addiction Services and the state Division Director for Substance Abuse and Mental Health following the interview of one or more qualified applicants.

Two (2) copies of resumes and letters of interest are to be submitted to:

Ms. Wendy Brown
Department of Health and Social Services
Division of Management Services, Procurement Branch
Herman M. Holloway Sr. Health and Social Services Campus
1901 N. Dupont Highway
Administration Building, 2nd Floor, Rm 257
New Castle, DE 19720

Deadline for submission is 11:00 am on September 26, 2011. Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer. All questions regarding this request should be directed to Mr. Ceasar McClain via email at ceasar.mcclain@state.de.us.